



## DEVELOPMENT SERVICES DEPARTMENT

Administration (954-797-1101)

Planning & Zoning (954-797-1103)

Building & Occupational Licensing (954-797-1111)

Code Enforcement (954-797-1121)

Engineering (954-797-1133)

**TOWN OF DAVIE**

6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399

(954) 797-1000

### **SHED CHECKLIST**

<b>Required</b>	<b>Submitted</b>	
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_____	_____	PROPERTY TAX FOLIO NUMBER (On Tax Notice or Receipt)
_____	_____	IF SUITE/LAND IS LEASED: Owner or Managing Agent must provide notarized letter approving the proposed improvement(s).
_____	_____	CONDOMINIUM/HOMEOWNERS ASSOCIATION APPROVAL LETTER (If governed by an Association Letter must state the Association is aware of the intended improvement(s)).
_____	_____	1 SEALED SURVEY (Original) Not older than 2 years.
_____	_____	LOCATION/PLOT PLAN (Showing all intended set backs on property and other existing structures)
_____	_____	STRUCTURAL PLANS (2 complete sets, sealed by an Engineer)
_____	_____	PRODUCTS APPROVAL LETTER- can be submitted in lieu of an <b>Engineer's seal</b> on the set of structural plans)
_____	_____	FOOTING DETAILS OF SLAB - If shed will be placed on a slab, indicate on the plans and the application whether the slab is existing, or new, or not applicable.
_____	_____	DRAINAGE DISTRICT: if applicable- (Drainage/Lake Maintenance Easement) ( <b>Required only if structure is in Easement</b> ) (Stamped on Shed Location Plan) ☐ CENTRAL BROWARD WATER CONTROL DISTRICT ☐ SOUTH BROWARD DRAINAGE DISTRICT APPROVAL ☐ TINDALL HAMMOCK APPROVAL
_____	_____	COMPLETED BUILDING PERMIT APPLICATION
_____	_____	NOTARIZED SIGNATURE ON APPLICATION
_____	_____	CONTRACTORS - A copy of all applicable licenses (Competency & Occupational) and original insurance certificates for Workman's Comp and General Liability.
_____	_____	Application fee of \$30.00 due at the time of permit submittal.